

ADMINISTRATIVE RULES

CHAPTER 4: COUNTY OFFICES

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Sec. 4.1 COUNTY OFFICE HOURS. In accordance with Section 2.1 of the County Code, all offices having two (2) or more clerical personnel shall remain open continuously from 8:00 A.M. to 5:00 P.M., including the lunch hour, and except as otherwise specifically provided in the County Code. It shall be the responsibility of the department head to determine which personnel shall remain at the office during the lunch hour.

The County Executive may exempt from this requirement any office having only two (2) clerical personnel, if he finds that a more efficient operation would result by permitting all personnel in such office to have a common lunch hour. (Reference: Resolution 70-457, 9-29-70.)

Sec. 4.5 EMPLOYEE WORK SCHEDULES: POLICIES. Departments may allow their employees to utilize a work schedule other than the usual 8:00 A.M. to 5:00 P.M. schedule so long as this does not conflict with Section 4.1 of this chapter and is in conformance with the following policies:

- (a) When utilizing an alternative work schedule, the definitions in Section 4.6 shall apply. There shall be as little variation as possible, in the interest of simplicity, consistency and efficiency.
- (b) After consideration of employee input, a department head may authorize alternative work schedules in addition to the usual 8-5 schedule. It is preferable, however, that only one type of work schedule, alternative or otherwise, be used in a work unit.
- (c) If an office wishes to deviate from the usual work schedule and employ an alternative, any such change must first be submitted to the County Executive Office for approval, before being implemented.

*Sections 4.5 and 4.6 adopted by Board of Supervisors 11-13-79.

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Sec. 4.6 EMPLOYEE WORK SCHEDULES: DEFINITIONS. There are three basic alternatives to the usual, Monday through Friday, 8:00 A.M. to 5:00 P.M. work schedule. These are known as "9/80", "4/10", and flextime, and are defined as follows:

Note - Subsections (a) and (d) are subject to revision based on recent changes adopted in the labor agreement with PPEO and changes in the law. Before relying on the procedures or rules in subsections (a) or (d) please check with County Counsel or the Personnel Department.

- (a) "9/80" - Employees will work eight 9-hour days and one 8-hour day every two weeks, and have every other Friday off; however, when a holiday falls within the two-week period, that holiday will constitute the employee's 8-hour day. When more than one holiday falls within the two-week period, one hour of vacation time will be charged to the employee on the second holiday. When a holiday falls on a Friday normally scheduled to be off, eight hours of vacation credit are given to the employees.

Employees within a department or division participating in the 9/80 program should be scheduled so they are equally divided between the prescribed days off (i.e., either alternating Fridays or Mondays and Fridays). In no case should a majority of employees be off on any given day off.

Normal hours in a 9-hour day may vary from 7:15 A.M.-5:00 P.M. to 7:45 A.M.-5:30 P.M., with 45-minute lunches. However, departments should attempt to schedule all employees within an office on the 9/80 schedule to work the same hours whenever possible. The above hours may also change, depending on the utilization of a 30-minute or one-hour lunch period.

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- (b) "4/10" - Employees will work four 10-hour days per week and have one day off per week. The suggested program should provide for days off to be rotating on a Friday-Wednesday- Monday basis, so that an employee will have a three-day weekend two out of every three weekends. In a week in which a holiday falls, employees should revert to a normal 8-hour day, five days a week schedule. Hours may vary from 7:00 A.M. - 5:30 P.M. or 6:00 P.M. with a half-hour or hour lunch. However, departments should attempt to schedule all employees within an office on the 4/10 schedule to work the same hours. Again, the above schedule may vary depending on the utilization of a 30-minute or one-hour lunch period.
- (c) Flextime - Employees may work anytime between 7:00 A.M. 6:00 P.M. with either a half-hour or an hour off for lunch. Core hours during which an employee must be in the office are 9:00 A.M. to 3:30 P.M. unless special circumstances prevent this. Normally, employees on flextime will work five 8-hour days per week. However, it is recognized that there may be special circumstances where an employee may have to work more than eight hours in one day; in such instances, the employee will work less than eight hours on another day within the week.
- (d) In the case of 12 hours shifts, an additional four (4) hours vacation shall be charged against such employee's accrued vacation time.¹
- (e) For FLSA exempt employees, other than Sheriffs Lieutenants, who work an alternative schedule, where a scheduled day off falls on a county paid holiday, no vacation time will be charged to nor vacation hours credited to the employee's vacation account due to the holiday falling on a scheduled day off.¹

¹ Added by Board of Supervisors, Ordinance #5443-B, November 20, 2006

¹ Section d. added by Board of Supervisors, Resolution #2000-273 on November 21, 2000.

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Sec. 4.7 SMOKING PROHIBITED. Effective July 1, 1988, County Ordinance No. 3899-B prohibits smoking by employees and the public throughout County facilities except in designated smoking areas, as approved by the Board of Supervisors. Smoking will not be permitted in any work areas including private offices, restrooms, conference rooms, meeting rooms or chambers, lobbies, etc. Smoking will be prohibited in County automobiles when occupied by two or more persons and where one person objects to another smoking. Smoking will only be permitted in employee break areas if specifically so designated. In addition, to achieve continuity throughout all County facilities smokers as well as non smokers need to know in what areas smoking is prohibited and in what areas smoking is permitted. The following is a list of designated smoking areas:

Auburn:

- (a) Dewitt Buildings - Includes buildings with central corridors divided from office and workspaces with fixed walls and not tied into existing heating, ventilating and air conditioning.
 - (1) Corridor between buildings 1 and 8.
 - (2) Corridor between Buildings 16 and 17.
 - (3) Corridor between Buildings 103 and 104.
 - (4) Loading dock between Buildings 107 and 108.
 - (5) Corridor between Buildings 111 and 112.
 - (6) Corridor between Buildings 116 and 117.
 - (7) Corridor between Buildings 202 and 203.
 - (8) Corridor between Buildings 211 and 212.
 - (9) Corridor between buildings 214 and 215.
 - (10) Corridor between Buildings 216 and 217.
 - (11) Corridor between Buildings 304 and 305.
 - (12) Corridor between buildings 321 and 322.
- (b) Veteran's Office (Building 27) - Schedule breaks at rear area kitchen breakroom. Public smoking area at front exterior porch of building.
- (c) Mental Health START Unit (Building 111B) - No smoking in building by staff. Patient smoking: Locked side - open area only; unlocked side - waiting area or patio.
- (d) Family Support (Building 116A) - Schedule breaks at the breakroom. The accounting division may use the corridor between 116 and 117.
- (e) Dewitt Buildings and Grounds Shop (Building 210) - No smoking in the building.

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- (f) Communications Shop (Building 210) - No smoking in the building.
- (g) Probation (Building 214A and 215A) - Currently has two breakrooms. Designated smoking in small breakroom at the front of 215A.
- (h) Juvenile Center (Building 217A) - Staff smoking in the corridor between Buildings 215 and 216. No smoking by juveniles in the building.
- (i) Agriculture and Farm Advisor (Building 306) - Designate smoking in the corridor between Buildings 306 and 307.
- (j) Sheriff's Search & Rescue (Building 417) - No smoking
- (k) Dewitt Mini-Bus Office (Building 419) - No smoking in the building.
- (l) Dewitt Sign Shop, Tree Crew and Road Crew (Building 420) - No smoking in the building.
- (m) Dewitt Maintenance Garage - No smoking in offices or breakroom. Designated smoking area at end of far bays.
- (n) All other Dewitt garage areas - No smoking in buildings.
- (o) Animal Control - Smoking allowed in kennel area.
- (p) Main Jail Facility - No smoking by staff or public in the building. inmate smoking allowed in cells, dayroom or exercise yard only. Trustee smoking in trustee rooms only.

All Other Auburn Buildings:

- (q) Administrative Center (Domes) - No smoking in the Domes.
- (r) Finance Building - No smoking in the building.
- (s) Main Library - No smoking in Library. Smoking outside at the rear staff entrance for staff.
- (t) Juvenile Hall - No smoking in the building by staff or juveniles.
- (u) All Museums - No smoking in the buildings for the staff or public.

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Roseville:

- (a) Roseville Mental Health - No smoking in the building
- (b) Roseville Welfare - No smoking in the building.
- (c) Roseville Courts - No smoking in the buildings except in the holding cells where fans are provided.
- (d) Roseville District Attorney (New leased space) - Smoking in the public corridor assuming that this is acceptable by the other tenants.
- (e) Roseville Corporation Yard - No smoking in the buildings.

Tahoe:

- (a) Tahoe Branch Library - No smoking in the building.
- (b) Tahoe Sheriff's Substation - No smoking in any work areas other than the investigation room. Smoking areas are the corridor outside of dispatch and the Jail hallway.
- (c) Tahoe Court - No smoking in the Court section of the building.
- (d) Tahoe District Attorney - Smoking area in the corridor near the restrooms.
- (e) Tahoe Building Department/Public Works/Environmental Health/Planning/Assessor (2501 North Lake Blvd.) - Scheduled smoking breaks in breakroom.
- (f) Tahoe Animal Control - No smoking in the offices. Smoking allowed only in the kennel area.
- (g) Tahoe Welfare/Family Support - No smoking in the building.
- (h) Tahoe Public Health - No smoking in the building.
- (i) Tahoe Mental Health - Scheduled breaks in the breakroom. No smoking by the public.

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- (j) Tahoe Communications Shop - No smoking in the building.
- (k) Northstar Fire Station - No smoking on second and third levels of the building.
- (l) Northstar Corporation Yard - No smoking in offices. Designated smoking at end of the far bay.
- (m) TART - No smoking in offices. Scheduled smoking breaks in the kitchen. No smoking during lunch breaks.

All Other Outlying Areas:

- (a) All Branch Libraries - No smoking in the building for staff or public.
- (b) Welfare GAIN (Penryn) - No smoking in the building.
- (c) Loomis Municipal court - Smoking at scheduled breaks in the small breakroom. No public smoking in the building.
- (d) Lincoln Municipal Court - Smoking in the back room. Provide bell on front door to alert staff of someone entering the facility. No public smoking in the building.
- (e) Foresthill Municipal Court - No smoking in the building.
- (f) Colfax Municipal Court - No smoking in the building.
- (g) Outlying Road District Corporation Yards - No smoking in the buildings.